

CHAPTER 9

BATCH FILING

Batch Filing

The CM/ECF Batch Filings category was developed to expedite the filing of the same type of event in multiple cases by processing one docket entry. This feature offers the option to associate a separate PDF image for each case listed. The *Declaration Under Penalty of Perjury for Electronic Filing* is an example of an entry that can be filed using [Batch Filings](#). The same docket text is needed in every case, however each case will also need its own unique PDF image. This section of the module demonstrates the steps to take to docket a *Declaration Under Penalty of Perjury for Electronic Filing* in multiple cases using [Batch Filings](#). The same steps would be followed for other types of **allowable** Batch Filings events that a PDF image is needed.

Note: There are two other ways to docket the Declaration. Individually under the Miscellaneous category and as an attachment to a docket event.

STEP 1 Click the [Bankruptcy](#) hypertext link on the CM/ECF Main Menu.

STEP 2 The **Bankruptcy Events** screen displays.

◆ Click the [Batch Filings](#) hypertext link.

STEP 3 The **Case Number List Box** screen displays. (See Figure 1)

The screenshot shows the CM/ECF Case Number List Box screen. At the top, there is a blue header with the CM/ECF logo and navigation links: Bankruptcy, Adversary, Query, and Report. Below the header, the text "File a Court document" is displayed. The main area contains the following information:

- INPUT CASE NO.:** Office Code-Year-Case Type-No. (EXAMPLE 8-02-bk-01)
- OFFICE CODES:** 3=Jacksonville; 6=Orlando; 8=Tampa; 9=Fort Myers
- TYPES:** bk=Bankruptcy; ap=Adversary; mp=Misc. Matrs

Below this information is a section titled "Case Number(s)" with a list box containing the following entries:

- 6-03-bk-4
- 6-03-bk-5
- 6-03-bk-6
- 6-03-bk-7

To the right of the list box is a text area containing the text: "99-12345, 1-99-bk-12345 or 1-99-bk-12345". At the bottom of the screen are two buttons: "Next" and "Clear".

Figure 1

- ◆ Type the complete case number in the Extended Window box.
(Case number format - office code-yy-bk-nnnnn)

Note: If this entry will be filed in many cases, it is suggested that the list of case numbers be copied to the clipboard after they are typed. This is because if any of the case numbers entered in CM-ECF are erroneous, an error message appears and the valid case numbers already entered will be lost with the exception of the final case number typed. If that happens, one can easily paste the list into the Extended Window Box again, make the corrections, and continue on quickly without having to re-type the entire list. To copy the case numbers to the clipboard:

- ◆ Type the list of case numbers.
 - ◆ Highlight the list with your mouse
 - ◆ Press the keystroke **[Ctrl + C]** to copy the list.
 - ◆ Use the keystroke **[Ctrl + V]** to paste the list of case numbers in the box.
- ◆ Click **[Next]** to continue.

STEP 4 The **Document Selection** screen displays. (See Figure 2)

ECF Bankruptcy • Adversary • Query • Reports • Utilities

File a Court document

[6:03-bk-00004 Jack Sparrow and Elizabeth Sparrow](#)
[6:03-bk-00005 Joe Ellis and Captain Jack Sparrow](#)
[6:03-bk-00006 Kevin M Harrison and Jennifer J Harrison](#)
[6:03-bk-00007 Kevin M Harrison and Jennifer J Harrison](#)

ATTORNEY - Declaration for Electronic Filing (batch)
COURT - Calendar Call (batch)
COURT - Discharge Of Debtor - Ch. 7 - Individual - TAMPA/ORLANDO (batch)
COURT - Discharge Of Debtor - Ch. 7 - Joint (both) - TAMPA/ORLANDO (batch)
COURT - FORM REQUEST - Closing Orders - JAX (batch)
COURT - Final Decree - Ch. 13 (batch)
COURT - Final Decree - Ch. 7 (batch)
COURT - Hearing Set (Courtroom Deputy Use ONLY) - (batch)

Next Clear

Figure 2

Note: All events that can be filed by an Attorney using Batch Filings begin with ATTORNEY.

- ◆ Verify each case number and case name.
- ◆ If any of the case numbers and names are incorrect, click the browser **[Back]** button. Paste the case number list into the Extended Window Box, and then find and correct the erroneous case numbers.

Note: If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

- ◆ Use the down arrow ▼ to the right of the box to scroll through the event list to select the type of document to be filed.
- ◆ Click **[Next]** to continue.

STEP 5 The **PDF Document Selection** screen displays. (See Figure 3)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

File a Court document:

[6-03-bk-00004 Jack Sparrow and Elizabeth Sparrow](#)

[6-03-bk-00005 Joe Ellis and Captain Jack Sparrow](#)

[6-03-bk-00006 Kevin M Harrison and Jennifer J Harrison](#)

[6-03-bk-00007 Kevin M Harrison and Jennifer J Harrison](#)

COURT USERS: ADJUST THIS DATE, AS NECESSARY, TO THE DATE THE DOCUMENT WAS FILED

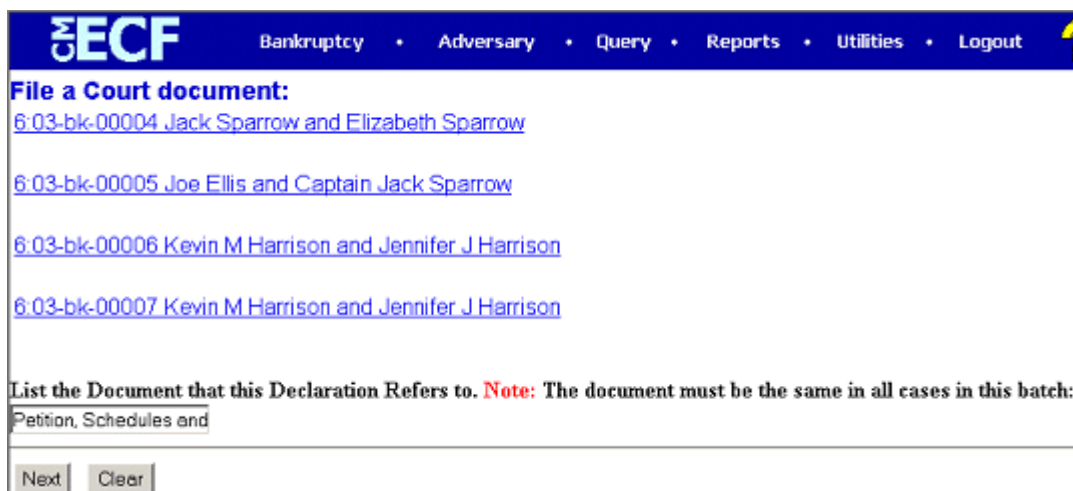
6-03-bk-00004 Jack Sparrow and Elizabeth Sparrow	<input type="text"/>	Browse...
6-03-bk-00005 Joe Ellis and Captain Jack Sparrow	<input type="text"/>	Browse...
6-03-bk-00006 Kevin M Harrison and Jennifer J Harrison	<input type="text"/>	Browse...
6-03-bk-00007 Kevin M Harrison and Jennifer J Harrison	<input type="text"/>	Browse...

Next Clear

Figure 3

- ◆ Click **[Browse]**, to the right of the first case number then navigate to the directory where the appropriate PDF file is located. To verify you have selected the correct document right click on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, double-click the PDF file or click **Open** to select it and associate it with the docket entry. **Repeat this step for every case in the batch file.**
- ◆ Click **[Next]** to continue.

STEP 6 The **List the Document Screen** will display. (See Figure 4)



File a Court document:

[6:03-bk-00004 Jack Sparrow and Elizabeth Sparrow](#)

[6:03-bk-00005 Joe Ellis and Captain Jack Sparrow](#)

[6:03-bk-00006 Kevin M Harrison and Jennifer J Harrison](#)

[6:03-bk-00007 Kevin M Harrison and Jennifer J Harrison](#)

List the Document that this Declaration Refers to. **Note:** The document must be the same in all cases in this batch:

Petition, Schedules and

Next Clear

Figure 4

- ◆ Type the documents referenced in the Declaration in the text box.

Note: The documents **must** be the same in all cases in the batch. If not the same, the Declaration must be entered via the Bankruptcy/Miscellaneous menu or via the batch menu to accommodate the difference.

- ◆ Click **[Next]** to continue.

STEP 7 The **Verification Screen** will display.

- ◆ Click **[Next]** to continue.

STEP 8 The **Final Docket Text** screen appears (See Figure 5)

ECF Bankruptcy • Adversary • Query • Reports • Utilities

File a Court document:

[6:03-bk-00004 Jack Sparrow and Elizabeth Sparrow](#)

[6:03-bk-00005 Joe Ellis and Captain Jack Sparrow](#)

[6:03-bk-00006 Kevin M Harrison and Jennifer J Harrison](#)

[6:03-bk-00007 Kevin M Harrison and Jennifer J Harrison](#)

Docket Text: Final Text

Declaration Under Penalty of Perjury for Electronic Filing regarding Petition, Schedules and Statement of Affairs. (Baker, Christine)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Figure 5

- ◆ Verify the Final Docket Text. Read the Attention!! message.
- ◆ If the Final Docket Text is correct:
 - ◆ Click **[Next]** to continue and officially submit the document.
- ◆ If The Final Docket Text is incorrect:
 - ◆ Click the browser **[Back]** button to find the error(s) and then proceed with the event.
 - ◆ To abort or restart the transaction, return to **Step 1** and begin again.

STEP 9 The **Notice of Electronic Filing** displays.

- ◆ One Notice is received for all cases.
- ◆ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present a docket report for the selected case.
- ◆ Clicking on the document number hypertext link will present the PDF image of the document chosen.
- ◆ Scroll down to see participants who have and have not registered for electronic noticing on this case.
- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ You may also save the notice through the browser **File/Save** option.